

511R EQUAL OPPORTUNITY EMPLOYMENT: PROCEDURES

Any employee or applicant for employment who believes that he/she has been discriminated against in violation of state and federal nondiscrimination laws or the District's equal employment opportunity policy may file a complaint as outlined below.

Step 1

Any person who believes he/she has a valid basis for complaint shall attempt to resolve the complaint promptly and informally through discussion with the employee's supervisor or potential supervisor. To facilitate discussion, the complaint should be in writing and it should describe in as much detail as possible the facts of the situation. The immediate supervisor shall keep a written record of the discussion, provide a copy of the written record to the complainant, and if needed, shall include a decision regarding the complaint within twenty (20) working days of the meeting set to discuss the complaint.

Step 2

If the complaint is not resolved in Step 1, the complainant may request a meeting in writing with the Associate Superintendent of Administrative Services. The request for a meeting must include a copy of the complaint including why the complainant did not feel the matter was resolved in Step 1. This written request must be filed within ten (10) working days of the decision in Step 1 and must be sent by certified mail to assure it has been received in a timely fashion, return receipt requested. A copy of the complaint including why the complainant did not feel the matter was resolved in Step 1 must also be mailed to the administrator or supervisor involved. The Associate Superintendent of Administrative Services shall arrange a meeting to discuss the complaint. Subsequent meetings may be scheduled as agreed to by both parties in order to make every attempt for a resolution at this step. The Associate Superintendent of Administrative Services shall send a written summary of the resolution of the complaint and/or a written answer to the complainant by certified mail, return receipt requested, within twenty (20) working days after the final meeting regarding the complaint.

Step 3

If the complaint is not resolved in Step 2, the complainant may request a meeting in writing with the Superintendent of Schools. The request for a meeting must include a copy of the complaint including why the complainant did not feel the matter was resolved in Step 2. This written request must be filed within ten (10) working days of the decision in Step 2 and must be sent by certified mail to assure it has been received in a timely fashion, return receipt requested. A copy of the complaint including why the complainant did not feel the matter was resolved in Step 2 must also be mailed to the Associate Superintendent of Administrative Services. The Superintendent shall arrange a meeting to discuss the complaint. Subsequent meetings may be scheduled as agreed to by both parties. Every attempt will be made to resolve the complaint with the party or parties involved through this meeting and discussion phase. After the final meeting regarding the complaint, the Superintendent shall send a summary of the resolution and/or a written answer to the complainant by certified mail, return receipt requested, within twenty (20) working days after the final meeting date.

Step 4

If the complaint is not resolved in Step 3, the complainant may file the complaint in writing with the School Board President. The complaint must be filed within ten (10) working days after the receipt of the Superintendent's written decision and must be by certified mail, return receipt requested. The request for a meeting must include a copy of the complaint including why the complainant did not feel the matter was resolved in Step 3. The School Board shall, at the next appropriate School Board Meeting, hear from the complainant regarding his/her position as well as hear from administration their position regarding the complaint. The School Board in consultation with legal counsel if deemed appropriate, will determine whether this meeting is held in open or closed session. The School Board shall, within thirty (30) working days after the meeting, respond to the complainant in writing by certified mail, return receipt requested, stating their determination and/or action approved with

regard to the complaint.

Step 5

Appeals beyond the School Board may be made to appropriate agencies (e.g. State Superintendent of Public Instruction, Equal Employment Opportunities Commission, Office for Civil Rights - Region V) and/or the courts having proper jurisdiction.

Maintenance of Complaint Records

The maintenance of complaint records is recommended for the purpose of documenting compliance. Records should be kept for each complaint filed and, at a minimum, should include:

1. The name and address of the complainant and his/her title or status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name and address of the respondents.
5. The levels of processing followed, and the resolution, date and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A determination of the facts, statement of the final resolution, and the nature and date(s) of any corrective or remedial action taken.

Any questions or concerns related to students with disabilities should go to the Superintendent of Schools whose office located in the District Office as noted below:

Whitnall School District
Superintendent of Schools
5000 South 116th Street
Greenfield, WI 53228
(414) 525-8411

REVISED:

January 2005, August 2010